

{ on agenda  
for Feb 20th



**February 1, 2007**

**REQUEST FOR PROPOSALS**

***Equipment Grants for*  
CHILDREN'S ADVOCACY CENTERS**

Commissioners: ↳ \$ for purchase of a  
medical colposcope at Ennas House -  
equipment will allow nurse practitioner  
to collect forensic evidence from  
child victims.

## Application Requirements

Failure to comply with any of these requirements will result in automatic disqualification:

- Application must be submitted online at <https://app.applyyourself.com/?id=NCA>
- Address each question and required topic area, and meet the stated purpose of the grant.
- NO mailed, faxed or emailed copies will be accepted.
- Applicants must successfully complete the online process including application submission by 5:00 PM, EST on February 22, 2007.
- Program Narrative must be double-spaced, Times New Roman size 12 font with a one inch margins on all sides.
- Program Narrative must not exceed 2 pages.
- Detailed and dated quote from vendor for equipment MUST be included in the application.

## Funding Requirements

By virtue of applying, the grantee agrees to abide by the following requirements for funding:

- To provide the required Narrative and Fiscal report to NCA.
- To document all costs with invoices, receipts, and proofs of purchase.
- To expend all funds by March 30, 2007; No extensions will be granted for any reason.
- To not use funds to support fundraising activities, capital campaigns, or legislative lobbying efforts.
- To not use funds on the unallowable items listed on the NCA website at [www.nca-online.org](http://www.nca-online.org)
- To abide by current federal per diem rates, available at:  
[www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.html](http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.html)
- To abide by federal requirements, NCA will only reimburse for expenses that are in accordance with Federal Guidelines.

## Grant Application Checklist and Scoring Criteria

There are three sections to the application. You must complete all sections for your application to be considered complete.

1. Applicant information – This section is completed online and includes general organizational information including your membership status with NCA.
2. Program Narrative – This section will be uploaded into your online application. The narrative must be double-spaced, Times New Roman size 12 font with a one inch margin on all sides, not to exceed 2 pages in length.

The following is a breakdown of the scoring for this section of your application. (35 points)

- Problem to be Addressed (Problem 10 points)
  - Describe how the proposed project would contribute to achieving the listed purpose
  - Describe the specific equipment and how it will enhance response to child abuse
  - Justify the costs in view of planned activities, expected results, and benefits gained
- Goals, Objectives and Performance Measures (Goals and Measures 15 points)
  - Project goals
  - Clearly defined objectives
  - Measurable & Obtainable Performance Measures

- Organizational Capacity (10 points)
  - Describe a management plan for achieving the goals of the project on time and within budget
  - Define responsibilities, timelines, and milestones for project tasks
  - Describe the technical skills, knowledge, and experience of staff to carry out such a project

### 3. Budget and Budget Narrative (15 points)

This section contains two parts:

a) Budget - which includes a listing of the type of equipment that will be purchased, the name of the equipment and the cost.

Budget Narrative – which describes the equipment and it's use.

AND

b) A detailed and dated quote from a supplier for all costs listed.

The budget costs will be typed directly into an online form in the application.

The budget narrative will be uploaded into the online system.

The quote will need to be uploaded into the system. This may require you to scan the quote if you do not have an electronic copy. For more information on scanning documents into the online system, please see the FAQ's posted in the system or on our website.

**This grant will be scored out of a total of 50 points.**

A two-person review panel and one facilitator will read and score applications based on the above criteria.

### **Grant Review Process**

Grant selections will be based on a general NCA office review, followed by a peer grant review process. The NCA Grants Management Department staff will review all applications and decline those that fail to follow RFP guidelines. Those that follow guidelines will advance to peer grant review, where a technical and programmatic evaluation of all applications will occur by topic area experts. These professionals will make funding recommendations. Decisions become final once they are approved by NCA's Executive Director.

### **Submitting the Application**

All applications must be successfully submitted via the online system by 5:00 PM, EST on February 22, 2007. The system will generate an e-mail indicating that the application was successfully submitted. Please keep this e-mail for your records as notification that your application was received by NCA.

*Applications that are received late, mailed, faxed or e-mailed will not be accepted and automatically disqualified from the review process.*

Direct all Questions to:  
abafile@nca-online.org

Applicants will receive official e-mail notification by March 5, 2007 indicating the outcome of their application. This e-mail will include all the documents needed by the applicant. The applicant will not receive notification by mail, so please include an updated and valid e-mail in the Organization Information section of the application.

This project is supported by Cooperative Agreement from the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

## Frequently Asked Questions-2007 Equipment Grant

### 1. What constitutes equipment?

Although we do not have an exhaustive list of equipment, here are some examples for the purpose of this grant:

Allowable:

Computers

Forensic Interview Equipment

Copiers/Scanners

Medical Equipment

Security Systems

NCAtrak

forensic  
colposcope for Emma's House

Unallowable:

Software

Furniture

Artwork

It sometimes helps to think of it as the "hardware" that a center needs to strengthen its support of children. NCA offers a comprehensive list of allowable/unallowable costs on our website at [www.nca-online.org](http://www.nca-online.org). If this is still unclear, please e-mail us specifically with the item you are intending to purchase and we will assist you in determining if it is an eligible item under this RFP.

### 2. Do we need letters of support and how many?

The applicant may include letters of support with the application, however, they are not required for the equipment grant.

### 3. Does the two page limit apply to budget/budget narrative? Do we need to include everything in the two page limit?

The two page limit is for the project narrative only. This page limit does not include the budget, budget narrative and other supporting documents.

### 4. Do we need to ask for the full \$5000 to get funded, and can our product exceed the full \$5000?

The maximum amount that can be requested is \$5,000.00. If the equipment quote exceeds the \$5,000 maximum, the Center can pay for the remaining balance, but this must be indicated clearly in the budget narrative. An applicant does not have to request the maximum amount to apply.

**5. Are detailed quotes required? Are web pages acceptable?**

Yes, a detailed quote must be included in your application. Web pages are acceptable if they outline the type of equipment (brand, model number), date quote is issued and clearly state the price for each item.

**6. We would like to buy equipment and place it outside of the CAC for our team members to use. Can we purchase it for a different location?**

If the Center currently uses a separate location to conduct part of the team's work, it is only acceptable to house the equipment at another location if it is solely going to be used for the cases associated with the Center, and NOT for other agency use. This will need to be clearly outlined in the application and an agreement indicating the specified use must be included.